

# DEPARTMENT OF THE NAVY HEADQUARTERS UNITED STATES MARINE CORPS WASHINGTON, DC 20380-0001

MCO 1300.31A MMEA-5 3 Mar 92

#### MARINE CORPS ORDER 1300.31A

From: Commandant of the Marine Corps

To: Distribution List

Subj: ENLISTED CLASSIFICATION AND ASSIGNMENT DOCUMENTS

Ref: (a) MCO P1080.35H

(b) MCO P1080.20K

Encl: (1) Classification and assignment document extract logic

(2) Distribution of C&A documents

(3) Sample enlisted classification and assignment documents

- 1. <u>Purpose</u>. To promulgate information concerning a series of manpower documents titled the Enlisted Classification and Assignment Documents (C&A).
- 2. Cancellation. MCO 1300.31.
- 3. <u>Information</u>. For nearly three decades, this Headquarters has produced a series of manpower reports commonly referred to as the C&A Documents. Containing data merged from various Marine Corps manpower files, manpower planners, managers, and assignment monitors use these documents to perform their duties. Originally developed for use by enlisted assignment monitors within this Headquarters, the C&A Documents were modified during the 1970's to include manpower strength summaries, staffing goals, and by-name listings of individual Marines which made these reports useful to field commanders and personnel officers. During the past decade, the C&A Process has been modified to eliminate documents that were no longer useful and to add additional information to other reports so as to increase their value and usefulness to manpower managers throughout the Marine Corps.
- 4. <u>Objectives of the C&A Process</u>. The objectives of the C&A Process are:
- a. To produce a set of documents that provide Headquarters Marine Corps and field commands with a common point of reference in the manpower process.
- b. To provide manpower managers with statistical information for use in developing manpower plans and policies.
  - c. To provide field commands with information regarding:

- (1) enlisted personnel status as reflected in the Joint Uniform Military Pay System/Manpower Management System (JUMPS/MMS),
  - (2) billet authorizations, and
  - (3) enlisted staffing goals.
- d. To give manpower managers and planners at Headquarters Marine Corps and personnel officers in the field a common set of manpower documents to assist them in accomplishing their respective missions.

#### 5. Sources of Information

### a. <u>Headquarters Marine Corps JUMPS/MMS Master File (HMF)</u>

- (1) JUMPS/MMS is the only source of the personnel data displayed in the enlisted C&A documents. Most of this data is updated each day by units throughout the Marine Corps via unit diaries. JUMPS/MMS data pertaining to permanent change of station (PCS) orders (future monitor command code, estimated date of arrival, etc.) is transferred from the orders file maintained at the Marine Corps Central Design and Programming Activity (MCCDPA), Quantico to JUMPS/MMS using a series of automated processes executed at MCCDPA, Kansas City.
- (2) Each week, selected data elements are copied from selected JUMPS/MMS records and sent from MCCDPA, Kansas City to MCCDPA, Quantico (see enclosure (1) for a description of this extract logic). This JUMPS/MMS extract is loaded to the mainframe computer at MCCDPA, Quantico and serves as the Headquarters Master File (HMF). The most current HMF is used in each C&A process and that file contains data submitted to and accepted by JUMPS/MMS within 7 to 14 days of producing the C&A documents. As established in reference (a), functional management of JUMPS/MMS is exercised by the Commandant of the Marine Corps (MI).
- b. Authorized Strength Report (ASR). The ASR contains a recapitulation by grade and primary military occupational specialty (PMOS) of the manpower authorized to each monitored command code (MCC). The ASR is normally updated in April, August, and December and incorporates the most recent decisions affecting the Marine Corps' structure. The ASR consists of a percentage of table of organization (T/O) billets (known as manning level) for all Fleet Marine Force (FMF) commands and 100 percent of T/O for non-FMF commands. The functional manager for the ASR is the Commandant of the Marine Corps (MPC).

- c. <u>Grade Adjusted Recapitulation (GAR)</u>. The GAR reflects the objective grade and PMOS requirements needed to support the billet structure listed in the ASR. The GAR accommodates end strength allocations and grade constraints that have been imposed by higher authority. Published annually and updated as required, the GAR reflects total Marine Corps manpower requirements by rank and PMOS as of the end of the projected fiscal year. The functional manager of the GAR Process is the Commandant of the Marine Corps (MPC).
- d. <u>Staffing Goal File</u>. Produced by the Enlisted Staffing Goal Model (ESGM), staffing goals represent assignment targets (by grade and PMOS) 6 months into the future. These targets provide for the equitable distribution of the current enlisted population to the authorized billets defined in the ASR in accordance with enlisted inventory availability and current staffing policies. Staffing goals are produced once each month and the functional manager for the staffing goal process is the Commandant of the Marine Corps (MMEA).

## 6. Enlisted Classification and Assignment Reports Production

- a. <u>Personnel Inventory</u>. The logic used to identify the enlisted population displayed in the C&A documents is listed in enclosure (1). Definitions of the various data elements used in the extract process to include descriptions of their values may be found in reference (b).
- b. <u>Medium</u>. C&A documents are produced on computer paper, Xerox paper, and microfiche. Microfiche is the primary medium used when large distribution is required (i.e., to all field commands). Given cost constraints, documents produced on paper have limited distribution. With the exception of the Special Enlisted Assignment Listing (SEAL) Worksheet, all paper C&A documents are also available in microfiche.
- c. <u>Preface</u>. Regardless of the production medium, every C&A document contains a preface. The preface identifies the document, provides a concise description of its organization and use, defines the data elements displayed in the document, and describes how certain statistics are derived.
- d. <u>Distribution</u>. The distribution of C&A documents and the medium on which they are produced is listed in enclosure (2). Distribution for a specific MCC is modified upon request.

- e. Storage and Retention. Microfiche copies of C&A documents are maintained by the Commandant of the Marine Corps (MMEA-5).
- f. <u>Inquiries</u>. All questions regarding the production and/or distribution of C&A documents should be addressed to the Commandant of the Marine Corps (MMEA-5).

### 7. Types of Enlisted Classification and Assignment Documents

## a. Enlisted Personnel Availability Digest (EPAD)

- (1) The EPAD provides statistical tabulations of Marine Corps manpower requirements, authorized billets, and current personnel inventory. The document is organized in PMOS sequence, summarized by occupational field (OccFld), with a total Marine Corps summary printed at the end of the document. Information for each report is displayed by grade and is divided into four categories that reflect manpower requirement data provided by manpower planners and current inventory information taken from the HMF. These categories are:
- (a) <u>Manpower Requirements</u>. Manpower requirements are expressed as GAR. Up to six GAR's are displayed along with the date each was produced. These GAR's include the last planning GAR for the current fiscal year, the "execution" GAR for the current fiscal year, and four out-year planning GAR's.
- (b) <u>Authorized Billets</u>. Authorized billet information is taken from the current ASR with counts by grade regarding how many billets are authorized for Excepted, Priority, and Proshare commands.
- (c)  $\underline{\text{B-Billet Allocations}}.$  B-Billet allocations are derived from the most recent Enlisted Staffing Goal Model output.
- (d) <u>Current Inventory</u>. Information regarding the current enlisted population is extracted from the most current HMF using the C&A document extract logic outlined in enclosure (1). Current inventory data includes but is not limited to actual (chargeable and nonchargeable Marines), chargeable, actual as a percent of the current fiscal year execution GAR, on-the-job trainees (OJT), and number of B-Billet assignees. Additional information regarding the various population entries are fully discussed in that document's preface.
  - (2) Enclosure (3) provides a sample EPAD PMOS report.

- b. Command Distribution Report (CDR). The CDR is organized by and oriented to commands and provides gross-number, statistical manpower summaries for every monitored command code (MCC). Within each MCC, information is listed in PMOS sequence and displayed within PMOS by grade. OccFld summaries are also provided using the same format as in the PMOS displays. Each summary report includes authorized billet counts taken from the current ASR, staffing goal data provided by the Enlisted Staffing Goal Model, and on-board population counts as reflected in the most recent HMF. on-board population is divided into non-chargeable and chargeable counts. The chargeable population is displayed in several subcategories to include counts of Marines who are MOS Qualified, those filling B-Billets, enlisted personnel undergoing OJT, individuals undergoing temporary additional duty to duty under instruction (TAD to DUINS), and Marine who are misassigned (Marines not filling a B-Billet but whose duty MOS does not equal their PMOS). Finally, the projected chargeable strength for each of the next 7 months is provided. A recent modification to the CDR changed the methodology by which projected chargeable strengths are calculated. Marines with an expiration of active service (EAS) of COFGI (Convenience of the Government Indefinite) are counted as being on-board during the month in which the CDR was produced but are not counted in any out-month, on-board projections. Enclosure (3) provides a sample CDR.
- c. <u>Command Distribution Report Recapitulation (CDR RECAP)</u>. The CDR RECAP provides the same gross-number, manpower summaries as does the CDR except that these summaries are for the entire MCC. No individual PMOS or OccFld summaries are displayed. Enclosure (3) provides a sample CDR RECAP.
- d. <u>Pseudo Command Distribution Report (PSEUDO CDR)</u>. The Pseudo CDR provides the same information as the CDR except that a series of MCC's are combined into one pseudo MCC; i.e., MCC's V11, V21, V31, 121, etc., are combined into a single document. This allows the commander of these MCC's to view consolidated manpower information for all commands falling under their purview. Enclosure (3) provides a sample PSEUDO CDR.
- e. <u>FMF Command Distribution Report (FMF CDR)</u>. The FMF CDR provides the same information as the CDR except that all assets belonging to either the FMFLANT or the FMFPAC commander are totaled into a single document. Enclosure (3) provides a sample FMF CDR.
- f. <u>Enlisted Assignment Listing (EAL)</u>. Like the CDR, the EAL is organized by and oriented to commands with information listed in MCC sequence and displayed within MCC by PMOS.

However, in addition to providing authorized strength, staffing goal, and on-board statistical summaries for each PMOS and OccFld, the EAL contains a by-name listing of all enlisted Marines assigned to that MCC. Organized by PMOS and sorted alphabetically within grade, this by-name roster lists nonchargeable Marines followed by a chargeable listing. Over 30 data elements for each Marine are extracted from the HMF and displayed by the Marine's name. Losses to the charquable category are displayed by the month of loss and are identified by type: on orders out of the command; expiration of active service (EAS) losses (corporals and below, sergeants on first enlistment); and rotation tour date (RTD). By-name gains to the command are listed by the month of gain and are identified as either on orders or en route to the command. A statistical summary for each PMOS is displayed immediately following the by-name listing. These summaries are presented in the same format and are identical to those found in the corresponding CDR for that command. Enclosure (3) provides a sample EAL.

- g. <u>Special Enlisted Assignment Listing (SEAL)</u>. While the SEAL is identical to the EAL in format, it is organized in PMOS sequence and within PMOS by MCC for use by enlisted assignment monitors. Enclosure (3) provides a sample SEAL.
- h. <u>Special Enlisted Assignment Listing (SEAL) Worksheet</u>. Commonly referred to as the "Paper SEAL," this document is printed on paper and is distributed exclusively to enlisted assignment monitors for use as a notebook to record assignment actions. Organized in PMOS sequence and within PMOS by MCC, the report contains by-name data taken from the HMF. No statistical summaries are provided. Enclosure (3) provides a sample SEAL.

### 8. Action

### a. <u>Headquarters Marine Corps</u>

- (1) Personnel Management Division (MM)
- (a) Coordinate the files used in the enlisted  ${\tt C\&A}$  document process.
- (b) Coordinate the development of the formats for the C&A documents.
- (c) Specify the data to be displayed in the enlisted C&A documents.

- (d) Develop the specifications for use in aggregating, defining, tabulating, and processing of all data displayed in the enlisted C&A documents.
- (e) Distribute and maintain copies of all enlisted  ${\tt C\&A}$  documents.
- (f) Act as point of contact for all requests for copies of the enlisted C&A documents and inquiries regarding their content.
- (g) As the enlisted C&A document process sponsor, periodically review the policies and conventions governing the processing of those documents and ensure that problems concerning the processes source files are reported to the appropriate agency.
- (h) Supervise the development of staffing goals and the staffing goal file.
- (2) Manpower Plans and Policy Division (MP). As the system sponsor of both the Authorized Strength File and the Grade Adjusted Recapitulation, ensure that access to the most current ASR and GAR is provided for use by the C&A document process.
- (3) Manpower Management Information Systems Division (MI). As the functional manager of the Manpower Management System, provide functional liaison to the C&A documents process in all matters concerning the JUMPS/MMS and its associated Headquarters Master File.
- (4) Marine Corps Central Design and Programming Activity (MCCDPA), Quantico. Provide technical and operational assistance to the C&A document process sponsor in the development, programming, testing, implementation, and production of the enlisted C&A documents.

# b. <u>Commanding Generals/Commanding Officers</u>

- (1) Utilize the C&A documents to facilitate the distribution and assignment of enlisted Marines within their respective commands.
- (2) Periodically review the content, format, and distribution of the C&A documents and submit requests for their modification or change to the Commandant of the Marine Corps (MMEA-5).

- (3) Address all inquiries regarding the content or distribution of the C&A documents to the Commandant of the Marine Corps (MMEA-5).
- 9. <u>Reserve Applicability</u>. This Order is not applicable to the Marine Corps Reserve.

By direction

DISTRIBUTION: PCN 10200950100

Copy to: 7000100 (55) 8145005 (2)

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### CLASSIFICATION AND ASSIGNMENT DOCUMENT EXTRACT LOGIC

- 1. The population used in C&A documents consist of all personnel whose records on the HMF have the following characteristics:
- a. Record status not equal to  ${\tt E}$  (separation/desertion status).
- b. The first position of the Military ID equals zero (naval personnel attached to Marine Corps commands have the letter "N" in the first position of their Military ID).
- c. Present RUC not equal to 54998 (Headquarters Marine Corps Control Account, test records).

### d. Present Grade:

- (1) Left-most character equal to "E" (enlisted).
- (2) Middle character equal to 1 through 9 (enlisted grades).
  - (3) Right-most character not tested.
- e. Component Code equal to AA, A1, A2, A7, CA, CB, CC, CG, 11, or 13.
- f. Strength Category Code (SCAT) equal to 0 (zero), 1, 2, 3, 4, 5, 6, 7, A, E, F, H, L, N, P, T, U, or X.

DISTRIBUTION OF CEA DOCUMENTS

TITLE	REPORTS CONTROL SYMBOL	FREQUENCY OF PRODUCTION	PRODUCTION MEDIUM	DISTRIBUTION MAJOR HOMC FMF CMDS	BASES & BASES & S STATIONS
Enlisted Personnel Availability Digest	HQ-1300-12	Twice Monthly	Xerox/Microfiche	×	×
Command Distribution Report Recapitulation	HQ-1300-29	Twice Monthly Microfiche	Microfiche	M	
Command Distribution Report (CDR)	НQ-1300-07	Twice Monthly	Microfiche	×	×
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Enlisted Assignment Listing (EAL)	НQ-1300-10	Twice Monthly Microfiche	Microfiche	×	×
Special Enlisted Assignment Listing (SEAL)	HQ-1300-08	Twice Monthly	Microfiche	×	
Special Enlisted Assignment Listing (SEAL) Worksheet	HQ-1300-09	Twice Monthly	Paper	×	3 Ma

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Sample Enlisted Classification and Assignment Documents

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